

Subject: checks

From: Miki Payne <Miki@hbdrollinger.com>

Date: 08/23/2016 03:08 PM

To: Donald Duckworth <duckworth.donald@gmail.com>, "Bob Smith (resmith@earthlink.net)" <resmith@earthlink.net>

Hey Guys,

A heads up...Cynthia will be sending an invoice for August (should send tonight) for \$2400.00. Don, since you are out of town for a couple of weeks I was wondering if you would be willing to authorize bob to cut a check today, so you and I can sign it tomorrow?

Also, Cynthia has asked me to mail the City Permit Check (#2) tomorrow after we sign it. Bob, please help me to remember to do that.

Thank you.

Miki

Miki Payne
Operations Manager

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